



# SBA Information Notice

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**TO:** All SBA Employees

**CONTROL NO.:** 5000-1080

**SUBJECT:** Version 2009 of the 504  
Authorization Wizard to be Released  
November 6, 2008

**EFFECTIVE:** 11/5/2008

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SBA is replacing Version 2008 of the National 504 Loan Authorization Boilerplate and Wizard with Version 2009, and it will be available for use by SBA to prepare 504 Authorizations on Thursday, November 6, 2008. Any 504 Authorization prepared by SBA on or after November 6, 2008 will use Version 2009. The differences between these two versions are outlined in the “What’s New” section of the Authorization which is also attached to this Notice.

On November 6, 2008, CDCs may access and review Version 2009 of the 504 Authorization by going to the SBA Banking website, [www.sba.gov/banking](http://www.sba.gov/banking), and clicking on the Authorizations hyperlink or by using [www.sba.gov/aboutsba/sbaprograms/elending/authorizations/](http://www.sba.gov/aboutsba/sbaprograms/elending/authorizations/). While SBA will not require delegated CDCs that prepare 504 Authorizations to begin using Version 2009 of the 504 Authorization until December 1, 2008, SBA strongly encourage CDCs to begin using Version 2009 as soon in November as possible.

Version 2009 of the 504 Wizard is compatible with Word 2003 (11) and will operate in Word 2000 (9) and Word 2002 (10). However, Version 2009 of the Wizard is not compatible with Word 2007 (12).

## Notification and Questions

SBA field offices must notify their CDCs that this revised Authorization is being issued and when it must be used.

Questions regarding the 504 Authorization should be submitted to the 504 Authorization e-mail box at [Auth-504@sba.gov](mailto:Auth-504@sba.gov).

Grady B. Hedgespeth  
Director, Office of Financial Assistance

Attachment

Expires: 11/1/2009

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**EXPIRES: 10-1-2006**

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SBA Form 1353.3 (4-93) MS Word Edition; previous editions obsolete  
Must be accompanied by SBA Form 58

